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Section I. General Information

University of Kentucky Mission
The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development and human well-being.

The University of Kentucky:
- Facilitates learning, informed by scholarship and research;
- Expands knowledge through research, scholarship and creative activity; and
- Serves a global community by disseminating, sharing and applying knowledge.

The University plays a critical leadership role for the Commonwealth by contributing to the economic development and quality of life within Kentucky's borders and beyond. The University nurtures a diverse community characterized by fairness and equal opportunity.


University of Kentucky Strategic Vision
As Kentucky's indispensable institution, we transform the lives of our students and advance the Commonwealth we serve- and beyond- through our teaching and learning, diversity and inclusion, discovery, research and creativity, promotion of health, and deep community engagement.


College of Health Sciences Mission
Help the people of the Commonwealth and beyond to gain and retain the highest level of health possible through creative leadership and productivity in education, research, and service.

College of Health Sciences Diversity and Inclusivity Mission
Foster the development of a culture of belonging through embracing diversity and inclusivity throughout the College of Health Sciences.

Masters of Science in Athletic Training Mission
The mission of the professional masters in athletic training program at the University of Kentucky is to effectively prepare entry-level athletic trainers, who are life-long learners and servants to their communities, for employment and/or pursuit of advanced education by providing comprehensive education in a collaborative, evidence-based, patient-centered environment that includes robust educational, scholarly, clinical, and service opportunities.
Masters of Science in Athletic Training Program Goals and Objectives

Program Goals:
1. Develop entry-level athletic trainers who are knowledgeable and effective team members in their respective areas of employment.
2. Evaluate teaching effectiveness annually and intentionally.
3. Provide clinical education opportunities within a variety of care settings to promote cultural understanding to foster effective healthcare delivery.
4. Evaluate clinical education and experiences to ensure opportunities for student exposure and growth.

Student Learning Goals:
1. Demonstrate an in-depth understanding of the basis of human musculoskeletal function.
2. Demonstrate effective written and oral communication skills.
3. Incorporate the best available evidence, patient and clinician-based outcomes, clinical expertise and patient specific contextual factors in healthcare delivery.
4. Recognize the importance of and function effectively as a member of an interprofessional healthcare team.
5. Integrate health promotion and prevention strategies into care and service to individuals and the community.
Section II. Program Admission

Admission Requirements
Applicants to the University of Kentucky Professional Athletic Training Program (herein Program) must complete the pre-requisite courses below and meet the Program’s competitive admissions requirements in order to be considered for admission into the academic program. The Program Admissions Committee (PAC), consisting of the Program Director, the Clinical Education Coordinator, and one Department of Athletic Training and Clinical Nutrition Faculty, will review all applications that meet the minimum criteria described below on an on-going and rolling basis. The Associate Dean of Student Affairs will also serve on the PAC as an ex officio member of the PAC. Final admissions status will be determined after the interview process is complete. Applicants not selected will be encouraged to apply in subsequent years.

There are two routes of admission into the Program.

1. A student who has obtained a bachelor’s degree and completed the prerequisite coursework from a regionally accredited College or University.
2. The 3+2 Connecting Bachelors to Masters in Athletic Training (UK-CAT) accelerated program with the Bachelors of Human Health Sciences degree program. NOTE: students entering the 3+2 program must declare their intent during their freshman year, and must meet the minimum criteria to remain in the accelerated program. All 3+2 students must be advised accordingly, and are not guaranteed a spot in the Program.

Selection Criteria for Admissions
The PAC will independently review the applicants on a rolling basis. After the application materials have been reviewed, recommended applicants will be invited for an on-campus (or electronic if necessary) interview. Applicants recommended for admissions will receive a formal offer of acceptance. Additional applicants considered for admissions will be wait listed, and offered seats as they become available.

Application Window
The Program will use the ATCAS application system and the University of Kentucky Graduate School Application. The fees associated with the ATCAS application system can be found on the ATCAS website: https://atcas.liaisoncas.com/applicant-ux/#/login. The Graduate School application fee is $65.00 (domestic applicants) or $75.00 (international applicants), and can be found here: http://gradschool.uky.edu/application-process.

The application window will open July 1, and review of applications will occur on a rolling basis. Early admissions interviews will be held no later than November 15, with notification of acceptance no later than December 15. A second round of interviews will take place in January, with notification of acceptance no later than February 15 of the year students wish to start the Program. Students will be expected to accept or decline their spot in the Program, and pay the $150 non-refundable seat fee, no more than 2-weeks after notification of acceptance into the Program. The seat fee will be applied to the first year of student fees.

Nondiscrimination Policy
The University of Kentucky is committed to a policy of providing educational opportunities to all academically qualified students regardless of economic or social status and will not discriminate on
the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status or physical or mental disability. The University of Kentucky is an equal opportunity University. We encourage applications from all academically qualified people interested in educational opportunities.


**Admissions Processes**

All applicants will receive an email detailing their acceptance into the Program. The Applicants will have 2-weeks from notification of their acceptance letter to accept or decline their offer and pay their $150 non-refundable seat fee. Applicants who choose to accept the offer will need to sign the Acceptance Letter and the Technical and Behavioral Standards (Appendix A), and upload these to their Castlebranch account.

**Castlebranch** will be the medium used to collect and organize all compliance related documentation. The email of acceptance will provide students detailed instructions on how to access their Castlebranch account and what documentation will be needed/required for each compliance item listed below. The students must complete the following items and load proof/certificates into their Castlebranch account prior to starting the first day of class. Please note all of these items will be at your own expense and costs can vary based on insurance.

1. A criminal background check*
2. A 10-panel drug screen*
3. A completed physical exam
4. A completed immunization record (see list of required immunizations below)
5. Signed Technical and Behavioral Standards (Appendix A)
6. Proof of Health Insurance
7. Proof of Liability Insurance
8. Current CPR Certification
9. Proof of HIPAA Training completion (Canvas)
10. Proof of Blood Borne Pathogens Training completion (Canvas)
11. Proof of FERPA Training completion (Canvas)
12. Verification of receipt and review of the Health Care Colleges Code of Student Professional Conduct

* Criminal background checks and drug screens may have to be repeated, pending clinical site placements. This will be done at the student’s expense.

**Required immunizations:**

<table>
<thead>
<tr>
<th>Two-step TB Test*</th>
<th>Hepatitis B</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>Varicella</td>
</tr>
<tr>
<td>Tdap</td>
<td>Hepatitis A</td>
</tr>
<tr>
<td>Influenza**</td>
<td></td>
</tr>
</tbody>
</table>
*Students will complete the one-step TB test on an annual basis once enrolled and matriculating in the Program.

**Students must receive an influenza vaccination and submit proof of this vaccination to their Castlebranch account no later than November 1 of each year while enrolled in the Program.

Students may visit the University Health Service (UHS) if needed. The information to schedule an appointment can be found here:


**NOTE:**
Students will be expected to maintain their Health Insurance, Liability Insurance, and CPR certification. All updated documentation must be submitted on time to the Castlebranch account.

Students will also complete the FERPA, HIPAA and Blood Borne Pathogens Training on an annual basis. Updated completion records must be submitted to the Castlebranch account.

Scholarship Opportunities

Professional Master of Science in Athletic Training Program Scholarship Opportunities
The Professional Master of Science in Athletic Training Program does not have any Program specific scholarship opportunities at this time.

The College of Health Sciences Scholarship Opportunities
The College of Health Sciences has scholarship opportunities open to undergraduate, graduate and professional students through the Office of Student Affairs. Students enrolled in the Program are eligible to apply once they have earned 12 credit hours.

A list of the College of Health Science Scholarship opportunities can be found here:
https://www.uky.edu/chs/current-students/financial-wellness

The University of Kentucky Graduate School Funding Opportunities
Additional funding opportunities for graduate students can be found here:
http://gradschool.uky.edu/funding-opportunities.
Section III. Academic Program

**Program Costs**
The most up to date tuition rates can be found here: [http://www.uky.edu/registrar/2018-19-Tuition](http://www.uky.edu/registrar/2018-19-Tuition)

The most up to date mandatory fees can be found here: [http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/mandatoryfees_2.pdf](http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/mandatoryfees_2.pdf)

In addition to Tuition and Fees, estimated Program specific costs include:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal background check and Drug Screen</td>
<td>$95</td>
<td>Vary by clinical placement</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>Vary by insurance</td>
<td>NA</td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>Vary by provider</td>
<td>Vary by provider</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>Vary by provider</td>
<td>NA*</td>
</tr>
<tr>
<td>Clothing/Uniforms</td>
<td>$200.00</td>
<td>NA**</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>NATA Membership</td>
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<td>$80</td>
</tr>
<tr>
<td>eMedley Fees</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Transportation</td>
<td>Based on clinical placement</td>
<td>Based on clinical placement</td>
</tr>
<tr>
<td>UK Medical ID Badge</td>
<td>$35</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Most CPR Certifications are valid for 2 years. However, should a student need to be re-certified while matriculating in the program, the student will be expected to cover the associated costs.

** The second year students will be offered the opportunity to purchase additional clothing.

**Academic Requirements and Expectations**
In order to matriculate through the Program students must:

- Remain current on immunizations, insurances, memberships and certifications
- Earn a C or better in all required coursework
- Complete all clinical proficiencies and competencies as assigned
- Abide by the Policies and Procedures as outlined in this manual and those required by assigned clinical sites
- Maintain a cumulative GPA of 3.0
- Adhere to standards of professional practice and conduct
- Complete 10 service hours per semester (Fall/Spring Year I and Year II)

**Grade Policies**
The grade policies for all AT Prefix coursework is as follows:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- Below 70% = E
**Academic Calendar**

The Program will adhere to the University of Kentucky Academic Calendar with the exception of Fall Break, Spring Break and Summer of the Second Year. The academic calendar can be found here: [http://www.uky.edu/registrar/content/academic-calendar](http://www.uky.edu/registrar/content/academic-calendar), Accessed October 10, 2018.

We received approval to observe a non-standard Calendar for AT 640, 641, 643 and 644, specifically in regards to observance of Fall and Spring break. This was approved by the Senate council on Monday, March 25th, 2019.

Academic programs can set the start and stop dates of their courses independently during the summer sessions. Students will have classes both summer semesters they are enrolled (Summer I and Summer II). The second summer session will be extended beyond the end of summer session date to encompass a pre-season immersive experience.

**Tuition Refund Policy**

The Refund and Fee Liability policy is developed and administered by the University of Kentucky. There is a schedule that determines the amount that will be refunded based on the date of withdrawal, add or drop.

The most up to date Fee Policy & Tuition Appeals can be found here: [http://www.uky.edu/registrar/registrar-appeals](http://www.uky.edu/registrar/registrar-appeals), Accessed June 24, 2019.
**Curriculum and Plan of Study**

The Curriculum and Plan of Study can be found below. Any changes to the curriculum must be approved by the University Senate and will be updated accordingly.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Year 2</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>AT 590:</td>
<td>3</td>
<td>AT 642:</td>
<td>4</td>
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<tr>
<td>Musculoskeletal</td>
<td></td>
<td>Practicum in</td>
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<tr>
<td>Anatomical</td>
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<td>Athletic</td>
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<tr>
<td>Dissection</td>
<td>3</td>
<td>Training-</td>
<td></td>
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<tr>
<td>AT 589:</td>
<td>3</td>
<td>AT 632:</td>
<td>1</td>
<td></td>
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<tr>
<td>Foundational</td>
<td></td>
<td>Clinical</td>
<td></td>
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<tr>
<td>Seminar in</td>
<td>3</td>
<td>Integration</td>
<td></td>
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<tr>
<td>Athletic</td>
<td>3</td>
<td>II: Upper</td>
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<tr>
<td>Training</td>
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<td>Extremity</td>
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<tr>
<td>AT 591:</td>
<td>3</td>
<td>AT 691:</td>
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<td>Modalities</td>
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<td>Pathophysiology</td>
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<td>Athletic</td>
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<td>Musculoskeletal</td>
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<td>Trainers:</td>
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<td>System for</td>
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<td>AT 550:</td>
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<td>Practice</td>
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<td>Training</td>
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<tr>
<td><strong>Fall</strong></td>
<td>12</td>
<td>8</td>
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<tr>
<td>AT 520:</td>
<td>3</td>
<td>AT 692:</td>
<td>3</td>
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<tr>
<td>Management and</td>
<td></td>
<td>Orthopaedic</td>
<td></td>
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<tr>
<td>Administration</td>
<td>3</td>
<td>Evaluation</td>
<td></td>
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<tr>
<td>AT 592:</td>
<td>3</td>
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<td>Foundations</td>
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<td>Rehabilitation</td>
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<td>Spine **</td>
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<td>Pathophysiology</td>
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<td>Trainers: II</td>
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<td>Training</td>
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<td>Conditions</td>
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<tr>
<td>Physical Activity</td>
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<tr>
<td>AT 695:</td>
<td>4</td>
<td>AT 633:</td>
<td>1</td>
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<tr>
<td>Orthopaedic</td>
<td></td>
<td>Clinical</td>
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<tr>
<td>Evaluation and</td>
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<td>Integration</td>
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<tr>
<td>Rehabilitation</td>
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<td>Assessment</td>
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<td>AT 640:</td>
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<tr>
<td>Practicum in</td>
<td></td>
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<td>2</td>
<td>Integration</td>
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<tr>
<td>Training- I</td>
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<td>IV:</td>
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<tr>
<td>AT 650:</td>
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<td>Therapeutic</td>
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<tr>
<td>Evidence-Based</td>
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<td>Modalities</td>
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<tr>
<td>Practice in</td>
<td></td>
<td>and</td>
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<tr>
<td>Athletic</td>
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<td>Advanced</td>
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<tr>
<td>Training</td>
<td></td>
<td>Therapeutic</td>
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<tr>
<td>AT 620:</td>
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<td>AT 620:</td>
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<tr>
<td>General Medical</td>
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<td>Conditions</td>
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<td>Conditions in</td>
<td>3</td>
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<td>Active</td>
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</tbody>
</table>

| **Spring**     | 15                         | 15           |                                             |              |
| CNU 503:       | 2                          | KHP 547:     | 3                                           |              |
| Nutrition for  |                             | Psychology   |                                            |              |
| Health         | 2                          | of Sports    |                                            |              |
| Professions    |                            | and         |                                            |              |
| AT 631:        | 1                          | AT 644:      | 6                                           |              |
| Clinical       |                             | Practicum    |                                            |              |
| Integration I: | 1                          | in Athletic  |                                            |              |
| Lower          |                            | Training-    |                                            |              |
| Extremity      |                            | V            |                                            |              |
| AT 690:        | 4                          | AT 635:      | 1                                           |              |
| Orthopedic     |                             | Clinical     |                                            |              |
| Evaluation and | 4                          | Integration  |                                            |              |
| Rehabilitation |                             | IV: Spine    |                                            |              |
| of the Upper   |                            | Assessment   |                                            |              |
| Extremity      |                            | and         |                                            |              |
| AT 641:        | 3                          | AT 620:      | 3                                           |              |
| Practicum in   |                             | General      |                                            |              |
| Athletic       | 3                          | Medical      |                                            |              |
| Training- II   |                            | Conditions   |                                            |              |
| AT 620:        | 3                          | in the       |                                            |              |
| General        |                            | Physically   |                                            |              |
| Medical        |                            | Active       |                                            |              |
| Conditions     |                            | in the       |                                            |              |
| AT 620:        | 3                          | General      |                                            |              |
| Conditions in  | 3                          | Medical      |                                            |              |
| the Physically |                            | Conditions   |                                            |              |

Total Credits   | 12                         | Total Credits| 8                                           |              |

**Total Credits** | 15 | **Total Credits** | 15 |
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 610: Assessment and Management: Life Threatening and Emergency Conditions During Physical Activity</td>
<td>3</td>
</tr>
</tbody>
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**Professionalism: Classroom Behavior, Decorum, and Civility**

Professional behavior is expected throughout your academic experiences. As a College of Health Sciences student you are held to the Health Care Colleges Code of Student Professional Conduct (https://www.uky.edu/chs/sites/chs.uky.edu/files/HCCcode.pdf, Appendix C). This includes, but is not limited to the following:

- Taking an active role in learning and knowledge acquisition.
- Developing the ability to balance work life issues by prioritizing, adapting to diverse environments, and requesting feedback and assistance from professors or other students as needed.
- Communicating with others in a health care setting in a mature, respectful, and professional manner.
- Developing skills to work effectively in a diverse environment.
- Staying motivated, conscientious and exhibiting respectful leadership
- Displaying honesty, integrity, and personal responsibility; adhering to formal and informal healthcare ethical codes and norms; responding appropriately to the unethical behavior of others.

**Communication**

- **Email**: Each student is required to utilize their University of Kentucky student email as this is the official correspondence for the University. Throughout your matriculation in the Program, you will receive e-mails from faculty and staff with updates and reminders. You are expected to regularly check your email.

- **Canvas**: Canvas is the University of Kentucky’s official learning management system. All courses will utilize Canvas. You are expected to regularly check Canvas.

- **eMedley**: The Program will utilize eMedley for all clinical education documentation. You are expected to maintain your eMedley account and utilize the eMedley functions as requested by the Program.

- **Cell Phones/Laptops/Tablets**: Unless you are using your personal devices for a class-related activity, they should be put away. All cell phones should be turned to silent for the duration of class and placed out of reach. This includes all devices that make noise (texts, calendar alerts, music, etc.). At no time should you be using earphones during class time, headphones should be put away when you enter the classroom.
**Academic Probation**
All students enrolled in the Program are expected to maintain a cumulative GPA of >3.0. If a student’s cumulative GPA falls below a 3.0 the student will be placed on academic probation the following semester.

If a student’s cumulative GPA remains <3.0 for two consecutive semesters, and the student has not made progress towards increasing their GPA to >3.0, they will be removed from the Program. Progress will be determined by the Program Director and Clinical Education Coordinator on an individual basis.

**Remediation Requirements**
A student earning a C or below in any practical component of a course, a C in a course, or is placed on academic probation, will be expected to remediate. An individualized remediation plan will be developed by the Program’s Standards and Progression Committee, in consultation with the course instructor. Students are expected to follow the contract that is developed by the Program’s Standards and Progression Committee, and those who do not complete their remediation plan or fail to achieve the needed grades, will be dismissed from the Program. A student who earns below a C in a course will be required to repeat the course.

**Academic Dishonesty**
The University of Kentucky Office of Student Conduct has specific rules and requirements related to the handling of academic dishonesty. The Code of Student Conduct can be found here: [http://www.uky.edu/studentconduct/code-student-conduct](http://www.uky.edu/studentconduct/code-student-conduct).

Violations of the university’s rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

The Academic Offense Appeals information can be found here: [http://www.uky.edu/ombud/academic-offense-appeals](http://www.uky.edu/ombud/academic-offense-appeals).

*We reserve the right to follow the Health Care Colleges Student Code of Conduct. These sanctions can be in addition to, and not preclude, those rendered by the Standards and Progression Committee.*

Accessed October 16, 2018

**Appeals**
Students who wish to appeal their probationary or removal status can do so with the Program’s Standards and Progression Committee. The Standards and Progression Committee will include the Program Director, the Clinical Education Coordinator, one faculty from the Department of Athletic Training and the Associate Dean for Academic and Student Affairs. Appeals will be sent to the Committee and be reviewed on an individual basis.

Additional steps to appeal a final grade are outlined by the Academic Ombud Services, and can be found here: [http://www.uky.edu/ombud/steps-appeal-final-grade](http://www.uky.edu/ombud/steps-appeal-final-grade)

Graduation Requirements
Each student must be in good standing with the University of Kentucky and the Program. Students must also:

- Complete all academic courses with a grade of C or better
- Have a minimum of 3.0 GPA
- Complete all assigned competencies with a level of Novice or above.
- Successfully complete the practice BOC assessment
- Complete 40 total hours of community service (10 per Fall/Spring semester)
- Be up to date on all certifications, vaccinations and memberships
Section IV: Code of Conduct

Confidentiality
The Health Insurance Portability and Accountability Act (HIPAA) requires that all information related to patient care must be kept confidential. Students should not, under any circumstances, take videos or photos of patients, patient injuries, patients completing rehabilitation or any other situation without written permission from the patient (if the patient is under 18, consent from a parent must be obtained). Written permission should only be releasing the video/photo for dissemination for academic purposes (i.e. case presentation, case abstract, class presentation, etc.)

Under no circumstance should a picture of a patient be posted on any type of social media platform. These platforms include but are not limited to: Facebook, Snapchat, Twitter or Instagram. Under no circumstance should a picture of a patient be sent over text message unless done using a HIPAA secure method and only for medical purposes. Please refer to the College of Health Sciences Technical and Behavioral Standards (Appendix A) media policy.

Relationships
Students should not enter into a relationship with any individual at their assigned clinical placement including athletes, coaches, administrators or preceptors. Should a student enter a relationship with an individual at their clinical site, it is the responsibility of the student to notify the Program Director and Clinical Education Coordinator of a relationship immediately. The Student will be removed from the clinical site and placed elsewhere for the remaining term.

In addition, if there are any existing relationships, it is the responsibility of the student to notify the Program Director and Clinical Education Coordinator, prior to clinical site placements. This will allow the Clinical Education Coordinator ample time to place the student at another clinical placement site.

Students should not engage on any social media platform with any student-athletes or parents. Students are cautioned against “friending” their coaches or other staff at their assigned clinical sites. Under no circumstances should a student engage on any social media platform with anyone under the age of 18 at their assigned clinical site.

Violations of this policy will result in disciplinary action. Please see Violation of Code of Conduct below.

Personal Conduct
Athletic training students are expected to follow the policies and procedures in this manual at all times along with those detailed in the Health Care Colleges Code of Professional Student Conduct. Athletic training students are also expected to follow the policies and procedures for their individual clinical sites, as assigned. It is the expectation that all policies and procedures for each clinical site will be reviewed with the Student by the assigned Preceptor. Students who do not conduct themselves professionally and adhere to the policies and procedures will receive disciplinary action as described below.

All athletic training students in the College of Health Sciences must adhere to the Health Care Colleges Code of Student Professional Conduct (Appendix C). It is imperative the students conduct themselves within the Standards described therein. Failure to adhere to the Standards described will result in disciplinary action as outlined in the Code.
**Discrimination and Harassment**

The University of Kentucky is committed to maintaining an environment free of discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University Community and are not tolerated. (AR 6:1)

Specifically:

1. UK complies with the federal and state Constitutions, and all applicable federal and state laws, regarding nondiscrimination. Students and applicants for admission to UK, or for financial aid or scholarship, will not be discriminated against because of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with UK policy concerning smoking. (See Governing Regulation XIV.B.1, Ethical Principles and Code of Conduct)

2. Consistent with Administrative Regulation 6.1, Policy on Discrimination and Harassment, Students have the right to be free from harassment, including sexual harassment, by UK Employees, and other Students. For purposes of the Code, harassment means conduct so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from services, activities, or privileges provided by UK. Sexual harassment - a form of sex discrimination - includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of the Student’s status in a course, program or activity; or is used as a basis for academic or other decisions affecting such Student; or when such conduct has the purpose or effect of substantially interfering with the Student's academic performance, or creates an intimidating, hostile, or offensive environment. This provision shall not be used to discipline students for speech protected by the First Amendment.


**Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension and/or expulsion from the university may be imposed.


otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.


Violation of Codes of Conduct
All violations of the Codes of Conduct will be reported to the Associate Dean of Student Affairs and Associate Dean for Academic Affairs. Any violation of the Student Code of Conduct or the Health Care Colleges Code of Student Professional Conduct will result in the appropriate action as described within each document.

All violations will be documented in the individual student file and will remain permanently in the student’s record.

Grievance Procedures
Students are encouraged to register their complaints in a timely manner. Students are encouraged to follow the Grievance Resolution flow chart (Appendix B). Students may consult other faculty throughout the process, or involve the University Ombud at any time.

The University of Kentucky Academic Ombud Services has a procedure for Grievances. Students are encouraged to follow the procedures as described here: http://www.uky.edu/ombud/grievance-procedures-0, Accessed October 16, 2018.

Additional student complaints information can be found here: http://www.uky.edu/deanofstudents/student-complaints

Section V: Health and Safety Requirements
Bloodborne Pathogens Training
Prior to the first day of class students will complete the Canvas link provided at the time of admission acceptance.

Students will download the course material, review the presentation, and take the quiz. Students must earn a 100% to receive their completion certificate. Once completed, students will print and upload their completed certificate to their Castlebranch account. The material will be reviewed with the Students annually during the Welcome Meeting. All questions posed will be answered at that time.

Students will be required to renew their Bloodborne Pathogens Training through the method above annually until completion of the Program.
**Blood and Body Fluid Exposure Control Plan**


Each clinical site will have their own Bloodborne Pathogen Exposure Control plan. Students will be expected to review the specific control plan during the on-boarding processes, prior to starting their clinical experiences.

Should a student be exposed, students are expected to follow the site specific exposure control plan, and call University Health Services at (During hours: 859-323-2778, after hours: 859-323-5321) within 24 hours. Students should then contact Tammy Jo Edge, College of Health Sciences Compliance Officer and Registrar at 859-218-0472.

**Communicable Disease Policy**
Communicable disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector of the inanimate environment to a susceptible animal or human host. Reference: https://www.cdc.gov/tb/programs/laws/menu/definitions.htm

Students who are diagnosed with a communicable disease must adhere to the recommendations of their healthcare provider. Students should not attend their clinical experiences until they are cleared to do so by their healthcare provider. Students must inform the Clinical Education Coordinator and the Preceptor of their illness and provide documentation that withholds them from their clinical education experience. Absences in excess of 10% of minimal required clinical hours will necessitate the development of a remediation plan to assure clinical requirements are met.

**Physical Examination**
All students are required to have a physical exam on file prior to the start of the first semester of classes. The physical form required by the Program can be found on the Program website. The form will need to be downloaded, printed, completed by the student’s physician and loaded into the Castlebranch account.

**Emergency Cardiac Care Certification**
All program applicants must have current documentation of emergency cardiac care certification. Prior to the start of classes (Summer I) students must load proof of documentation of emergency cardiac care certification to their Castlebranch and eMedley account. The Program will offer two re-certification dates throughout the academic year, upon which students will be expected to re-certify as needed. Failure to maintain certification will result in placement on academic probation.

There are specific emergency cardiac care certifications acceptable by the Board of Certification. For specific requirements, please visit the following link: http://www.bocatc.org/system/document_versions/versions/164/original/boc-certification-maintenance-requirements-20180914.pdf?1536935092, Accessed November 7, 2018.
Appendix A: Technical and Behavioral Standards
Technical and Behavioral Standards

College of Health Sciences

General:

The College of Health Sciences promotes the broad preparation of students for clinical and professional practice in healthcare. Regardless of the health care discipline, students must demonstrate competence in those intellectual, physical and social tasks that together represent the fundamentals of professional practice. Applicants and students will be judged not only on their scholastic achievement and ability, but also on their intellectual, physical and emotional capacities to meet the full requirements of the curriculum and their respective academic programs at the undergraduate, graduate and professional levels. Admissions Committees are instructed to exercise judgment on behalf of the faculty to select the entering class, and in so doing, may apply a holistic review of candidates.

The University of Kentucky and program accrediting bodies require that the curricula provide a general professional education, which enables each student to deliver entry-level clinical and professional services. This requires the development of a broad array of basic knowledge, skills, and behaviors, appropriate to enabling self-directed learning to further professional development and deliver competent health care. The basic and applied science components of each program’s professional curriculum are designed to establish a core of knowledge necessary for clinical training. The clinical curriculum typically includes diverse experiences in ambulatory and in-patient settings. These experiences enable the learner to develop the ability to practice independently, without regard for any future choice of specialty. Each student is required by the faculty to pass each required course and clinical rotation in order to graduate.

The following technical standards specify those attributes that the faculty consider necessary for completing professional education within the College, enabling each graduate to subsequently enter clinical and professional practice. These standards describe the essential functions a student must demonstrate in order to fulfill the requirements of a general undergraduate, graduate, and/or professional education, and thus, are necessary for entrance, continuation, and graduation. The University of Kentucky College of Health Sciences will consider for admission to a selected program any applicant who demonstrates the ability to perform or to learn to perform the skills specified in this document for that program. Any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Associate Dean for Student Affairs prior to the interview process. If an applicant has questions about accommodations, please contact the Disability Resource Center at 859-257-2754. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize academic success and patient care, may be grounds for course/rotation failure and possible dismissal from the program.

Applicants must possess aptitudes, abilities, and skills in five areas:

Observation:

Students must be able to observe demonstrations and conduct experiments in the basic and applied sciences. A student must be able to make observations accurately at a distance and close at hand. Students must be able to read and comprehend written and illustrated material, observe demonstrations, acquire information from electronic sources, and record these observations for a
later time. Other vision related requirements include the ability to discriminate numbers and patterns associated with diagnostic instruments and tests.

Communication:

Students must be able to relate effectively and sensitively to others while conveying a sense of compassion and empathy. Students must be able to communicate clearly with others to elicit information and accurately describe observations, and perceive verbal as well as non-verbal communication. Students are expected to communicate effectively and respectfully with all people, including those whose race, ethnicity, spiritual beliefs, socioeconomic status, gender, gender-identity, sexual orientation, age, or culture are different from their own. Communication includes not only speech, but also reading and writing. The student’s education will present challenges in the volume and breadth of required reading and the necessity to impart information to others. Students must be able to communicate timely, effectively, and efficiently in oral and written English. Students must learn to recognize and promptly respond to emotional communications such as sadness, worry, agitation, and lack of comprehension. Each student must be able to read and to record observations and plans legibly, efficiently, and accurately in documents. Students must be able to prepare and communicate concise but complete summaries of individual encounters and complex, prolonged encounters. Student must be able to complete all documentation, written or electronic, according to directions in a complete and timely fashion. Students must be able to follow verbal and written instructions in order to correctly and independently perform tasks.

Sensory and Motor Coordination and Function:

In general, students must have sufficient sensory and motor function to perform tasks requiring tactile discriminatory sense (touch, temperature, and pain), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) gross motor control, and fine motor skills. Students must be able to move freely and safely in a clinical or laboratory setting without hindering the ability of others to function adequately in a hectic environment. Students must be able to manipulate equipment necessary to complete tasks such as physical evaluations or laboratory tests. The ability to perform these functions must be coupled with the stamina to complete them for an extended period of time. Students must be able to travel to clinical sites for practicum and clinical rotations.

Conceptualization, Integration and Quantification:

These abilities include measurement, calculation, reasoning, analysis, judgment, numerical recognition, and synthesis. Problem solving requires these intellectual abilities as well as the ability to plan and organize in order to finalize action plans. This must be performed timely in the student’s respective setting. Students must be able to recall and retain information in an efficient and timely manner.

Behavioral and Social Skills, Abilities and Aptitude:

Empathy, integrity, honesty, concern for others, good interpersonal skills, interest, and motivation are all personal qualities that are required. Students must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, cultural
humility, and the development of mature, sensitive, and effective relations with patients. Students must commit to life-long learning and stay abreast of content pertinent to their field of study. This includes engagement in the classroom by demonstrating academic curiosity and preparedness. Students must maintain a professional demeanor and organization in the face of heavy workload, possessing the endurance and resilience to function effectively under stress. Students must be able to develop professional relationships with others and protect patient confidentiality by adhering to HIPAA guidelines. Students must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of ambiguity, including taking responsibility for errors and uncertainty. Students must have the ability to be aware of and appropriately react to one’s own immediate emotional responses. Students must learn to receive and give appropriate touch in clinical and academic settings. Students are expected to accept appropriate suggestions and criticism and, if necessary, respond by modification of behavior. Students are expected to adhere to the College of Health Sciences Social Media Guidelines (see appendix A).

Students must be able to meet the Technical Standards for their individual program as follows.
**Communication Sciences and Disorders Program (undergraduate and master’s)**

**Observation:**

The CSD student must be able to:

- visualize and discriminate findings on x-rays and other imaging tests.
- read written and illustrated material.
- observe demonstrations in the classroom, including projected slides and videos.
- observe and differentiate changes in body movement.
- observe anatomic structure.
- observe placement and function of articulators (lips, tongue, teeth, hard and soft palate, chest wall, and respiratory system).
- discriminate numbers and patterns associated with diagnostic instruments and tests; and using basic instrumentation competently, such as audiometer, audio recorder, computer, and computer-based instruments for acoustic and aerodynamic analysis.
- identify and transcribe discrete and connected speech sounds.
- discriminate correct from incorrect speech production in the classroom or therapy environments, including audio and video recordings.
- identify and classify disordered vocal quality characteristics.
- identify dysfluencies in oral speech production.
- observe and differentiate changes in voice and speech sound production.

**Communication:**

The CSD student must be able to:

- provide speech and language models that are phonologically correct, fluent, grammatically correct, and pragmatically appropriate; and use appropriate voice quality and prosody.
- communicate timely and clearly with the health care team, caregivers, education team, or other relevant professional personnel.
- elicit a thorough history from patients and clients (graduate level only).
- provide concise and accurate instructions and feedback to patients, clients, and/or caregivers (graduate level only).
- communicate complex findings in appropriate terms to patients/clients and to various members of the individual’s care team (parents, spouses, care givers, fellow students, physicians, nurses, aides, physical therapists, occupational therapists, social workers, educators, psychologists, and others) (graduate level only).

**Sensory and Motor Coordination and Function (graduate level only):**

The CSD student must be able to:

- perform physical examination of speech musculature using vision, audition, palpation, and other diagnostic maneuvers.
- execute movements reasonably required to provide general assessment and intervention for patients using items such as: cell phones, iPads, computers, standard software for writing reports and making presentations, recording devices, visual imaging instruments, as well as hard copy assessments.
• perform these described functions with the stamina to complete them while on clinical rotations that involve a typical and reasonable length of a work-day and work-week. Class schedules will mimic many clinic schedules requiring students to attend classes at 8 AM and continue until 5 PM. Classes may extend into the evening when clinic or classroom spaces are available.

Conceptualization, Integration, and Quantification:

The CSD student must be able to:
• identify significant findings from history, physical examination, and diagnostic tests; provide reasoned description; and plan and conduct appropriate intervention, recalling and retaining information in an efficient and timely manner.
• incorporate new information from peers, teachers, other health care and/or educational professionals, and the scientific literature in formulating assessment and intervention.
• identify and communicate the limits of their knowledge to others when appropriate.
• interpret graphs describing biological or behavioral relationships and do other similar modes of data analysis.
Medical Laboratory Sciences Program

Essential Functions (as termed by accrediting body)

Technical Requirements:

The MLS student must be able to:

- perform microscopic manipulations using clinical grade binocular microscope in order to identify microscopic elements.
- characterize the color and clarity of biological specimens, reagents, and/or chemical reactions.
- read, comprehend, and follow the steps outlined in standard operating procedures and testing kit procedures.
- perform manual and semi-automated laboratory procedures in which biological specimens are tested.
- operate semi-automated and automated laboratory instrumentation necessary for testing biological specimens.
- use a computer and/or keyboard to operate laboratory instruments, calculate results, and transmit laboratory information.
- adhere to all laboratory safety protocols.
- consistently complete assigned laboratory tasks in the allotted time.

Communication:

The MLS student must be able to:

- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- record testing observations/results in a clear and legible manner.
- effectively and respectfully communicate with fellow students, faculty members, staff, patients, and other healthcare professionals in oral, non-verbal, or written methods.
- clearly instruct patients prior to sample collection.
- mastery of both written and spoken English.

Sensory and Motor Coordination and Function:

The MLS student must be able to:

- move freely and safely around the laboratory setting.
- reach laboratory bench tops and shelves.
- maintain stamina to perform continuous physical work that might require standing and/or sitting over several hours.
- use fine motor skills to streak agar plates, make peripheral blood smears, focus clinical grade binocular microscope, and pipette liquids.
- manipulate laboratory equipment (i.e., pipettes, inoculating loops) and adjust instrumentation to perform laboratory testing procedures.
- manipulate phlebotomy equipment to safely collect valid laboratory specimens.
• perform these described functions with the stamina to complete these functions, while on clinical rotations that involve a typical work-day and work-week. Class schedules will mimic many clinic schedules requiring students to attend classes at 8 AM and continue until 5 PM. Classes may extend into the evening when clinic or classroom spaces are available.

Conceptualization, Integration, and Quantification:

The MLS student must be able to:
• perform scientific measurements and mathematical calculations.
• possess computational and reasoning skills.
• solve problems and think critically.
• interpret laboratory test results.
• exercise sufficient judgement to recognize and correct performance deficiencies.
Athletic Training Program

Observation:

The AT student must be able to:
- determine skin integrity and wound characteristics.
- observe results from tests and measures to determine the patient’s condition and the necessary treatment or referral processes.
- differentiate normal from abnormal movement patterns to evaluate the patient’s ability to return to normal function.

Communication:

The AT student must be able to:
- communicate quickly, effectively, and efficiently in oral, written, and electronic English.
- communicate complex findings in appropriate terms to patients, families and caregivers, and to various members of the health care team (fellow students, physicians, nurses, clinicians, coaches, preceptors, and others).

Sensory and Motor Coordination and Function:

The AT student must be able to:
- perform a physical examination utilizing palpation, assisted patient mobility, auscultation, percussion, and other diagnostic maneuvers as deemed necessary.
- employ sufficient exteroceptive sense (touch, pain and temperature), proprioceptive sense (kinesthesia, position sense, pressure, and movement), sensory integration and perception, physical strength, fine motor coordination, and motor function.
- execute motor movements reasonably and promptly to emergent situations within the hectic environment, and must not hinder the ability of their co-workers or other providers to provide prompt care. Examples of such emergency treatment reasonably required of athletic trainers include arriving quickly when called and initiating appropriate therapeutic procedures, assisting injured patients off the field/court, lifting injured patients, applying pressure to stop bleeding, opening obstructed airways, performing CPR, spine boarding, and administering emergent medications within the scope of athletic training practice.
- execute movements reasonably required to safely maneuver self or other’s body parts to effectively perform assessment and intervention techniques including the utilization of weights and weight equipment; safely and effectively guide, facilitate, inhibit, and resist movement and motor patterns, and provide general care. This will include standing and lifting.
- manipulate common evaluation equipment such as tape measures, goniometers, and sphygmomanometers.
- perform these described functions, coupled with the stamina to complete these functions, during class times, and during clinical education and experiences that involve a typical and reasonable length of a work-day and work-week including evenings and weekends.
Conceptualization, Integration, and Quantification:

The AT student must be able to:

- problem solve quickly, especially in emergency situations.
- identify significant findings from history, physical examination, and laboratory data, provide a reasoned explanation for likely diagnoses, develop the necessary treatment plan, and recall and retain information in an efficient and timely manner.
- incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans.
- exercise good judgment in patient assessment, diagnostic and therapeutic planning.
- identify and communicate the limits of their knowledge to others when appropriate.
- execute all therapeutic exams and intervention procedures in a safe and effective manner.
- maintain the stamina to complete the rigorous program.
Physical Therapy Program

Observation:

The PT student must be able to:
- determine skin integrity and wound characteristics, and findings on radiological films, electrocardiograms and other images/diagnostic tests.
- discriminate numbers and patterns associated with diagnostic instruments and tests, such as sphygmomanometers and electrocardiograms, and use instruments/devices competently, such as stethoscope, goniometer, computer, and modalities used for evaluation and intervention.
- discriminate movement patterns including gait, activities of daily living and transitional movements across the lifespan.

Communication:

The PT student must be able to:
- communicate rapidly and clearly with the medical team on rounds.
- elicit a thorough verbal and/or written history from patients, caregivers and/or health records.
- communicate complex findings in appropriate terms to patients and to various members of the health care and/or educational team (fellow students, physicians, nurses, aides, therapists, social workers, teachers, and others).

Sensory and Motor Coordination and Function:

The PT student must be able to:
- perform a physical examination utilizing palpation, assisted patient mobility, auscultation, percussion, and other diagnostic maneuvers while maintaining a safe environment for patient and provider(s).
- employ sufficient exteroceptive sense (touch, vibration, stereognosis, pain and temperature), proprioceptive sense (kinesthesia, position sense, pressure, movement), sensory integration and perception, physical strength, fine motor coordination, and motor function.
- execute movements reasonably required to safely maneuver self or move another individual’s body parts to effectively perform assessment and intervention techniques, safely and effectively guide, facilitate, inhibit, and resist movement and motor patterns, and provide general care. This will include standing and lifting.
- manipulate common evaluation and intervention equipment such as tape measures, goniometers, sphygmomanometers, debridement instruments, and computers.
- respond promptly to medical emergencies (such as the performance of cardiopulmonary resuscitation) and must not hinder the ability of co-workers to provide prompt care.
- perform these described functions with the stamina to complete them while on clinical rotations that involve a typical and reasonable length of work-day and work-week. Class schedules will mimic many clinic schedules requiring students to attend classes starting at 8 AM and continuing until 5 PM. Classes may extend into the evening based on resource availability. Clinical days may include earlier and/or later hours based on actual clinic schedules. Attendance at classes is required, just as attendance at work is required.

Conceptualization, Integration, and Quantification:
The PT student must be able to:

- identify significant findings from history, physical examination, and laboratory data, provide a reasoned explanation for likely therapy, recalling and retaining information in an efficient and timely manner.
- incorporate new information from peers, teachers, and the medical literature in formulating treatment and plans.
- exercise good judgment in patient assessment, diagnostic and therapeutic treatment and plans.
- identify and communicate the limits of their knowledge to others when appropriate.
- interpret graphs describing biologic relationships and other similar modes of data.
- execute all therapeutic exams and intervention procedures in a safe and effective manner.
- maintain the stamina to complete the rigorous program.
**Physician Assistant Program**

**Observation:**

The PA student must:
- have functional vision, hearing, and somatic sensation sufficient to perform a comprehensive assessment of a patient.
- be able to assess a patient accurately through observation at a distance and close at hand, noting non-verbal as well as verbal signals.

**Communication:**

The PA student must:
- meet all standards described in the General Technical and Behavioral Standards.
- be able to read and to record observations and plans legibly, efficiently and accurately in documents such as the patient record including electronic versions.
- be able to prepare and communicate concise but complete summaries of complex, prolonged encounters, including hospitalizations.
- be able to complete forms according to directions in a complete and timely fashion.

**Sensory and Motor Coordination and Function:**

The PA student must:
- have sufficient sensory and motor function to perform a physical examination utilizing palpation, auscultation, percussion, and other diagnostic maneuvers.
- possess sufficient motor ability to respond effectively to urgencies within the clinical environment, and must not hinder the ability of their co-workers to provide prompt care.
- be able to perform diagnostic and therapeutic procedures common in medical practice.

**Conceptualization, Integration, and Quantification:**

The PA student must:
- have the ability to learn and retain detailed and complex information and concepts presented in the curriculum.
- be able to make measurements and calculations as well as have the mental capacity to reason, analyze, make decisions quickly and competently, and to synthesize complex information from a variety of sources.
- possess basic math skills (ability to accurately add, subtract, multiply, and divide)
- be able to comprehend three-dimensional and spatial relationships of structures.

**Behavioral Attributes:**

The PA student must:
- possess adequate endurance and resilience to tolerate physically taxing workloads and to function effectively under stress.
- recognize their personal limitations, accept appropriate suggestions and criticism, and if necessary, respond by modification of behavior.
Appendix A

Social Media Policy (adapted from AR 10.4)

I. Introduction: Social media channels are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, this social media behavioral standard clarifies how best to enhance and protect the University’s, College’s, and Programs’ brands, as well as personal and professional reputations, when participating in social media.

II. Entities Affected
A. This regulation applies to all University College of Health Sciences’ students.

III. Definitions
A. Social Media: “Social media” means online media channels designed to disseminate information through social interaction, which is created using highly accessible and scalable publishing techniques online. Examples include, but are not limited to: LinkedIn, Facebook, Twitter, YouTube, Flickr, iTunes U, Instagram, Pinterest, and Snapchat (Administrative Regulation 1:1 Page 2 of 5).

B. Lockup: “Lockup” means the official graphic identifier of the University of Kentucky, which includes the interlocking UK logo and wordmark of the University, department, unit, or center.

IV. Guidelines for Posting on University-related Social Media Sites
The following guidelines apply to students posting on behalf of the University or an official University unit:
A. Students should think twice before posting on social media. Privacy does not exist in social media. Students should therefore consider what could happen if a post becomes widely known and how that may reflect both on the poster and the University. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Content that would not be said to a member of the media should not be posted online. Students who are unsure about posting or responding to a comment should contact their department chair or the Associate Dean of Student Affairs for input or contact the UK Public Relations and Marketing.

B. Students posting on social media must strive for accuracy and check facts before posting them. Content posted must be reviewed for grammatical and spelling errors.

C. Students posting on social media should be respectful of the views of others. Content contributed to a social media site could encourage comments or discussion of opposing ideas. Any responses made by students to social media posts should be considered carefully in light of how they would reflect on the poster or the University and its institutional voice.
D. Students posting on social media should keep their accounts up to date. Social media presences require diligent care and attention. An effective social media channel requires regular updates and fresh, engaging content.

E. Employees posting on social media should consider their audience and its potential reaction to content. A presence in the social media world is available to the public at large, including prospective students, current students, patients, current employers and colleagues, and peers. Students should consider how widely their content can spread before publishing, and ensure posts will not alienate, harm, or provoke any of these groups.

V. Policies for All University-related Social Media Sites

Students must:
A. Protect institutional confidential and proprietary information.
   Students must not post confidential or proprietary information about the University, its students, employees, patients, or alumni (see Governing Regulation Part I: sections D.2(b,c)).

B. Follow applicable federal requirements, including but not limited to: • Family Education Rights and Privacy Act (FERPA) and • Health Insurance Portability and Accountability Act (HIPAA). Students who share confidential information may be subject to disciplinary action or termination.

C. Adhere to all applicable University and health care regulations, policies, and procedures - Administrative Regulation 1:1 Page 3 of 5.
   Students must use social media in a manner that complies with University regulations, policies, and procedures, including but not limited to:
   • Governing Regulations
   • Administrative Regulations
   • Human Resource Policies and Procedures
   • Business Procedures Manual
   • Health Care Colleges Code of Student Professional Conduct
   • UK Student Code of Conduct
   • UK HealthCare Code of Ethics
   • Behavioral Standards in Patient Care
   • UK Hospital Policy on Photography and video of patients and employees
   • HIPAA

D. Adhere to copyright and fair use laws.
   When posting on social media, students must be aware of the copyright and intellectual property rights of others and of the University. Questions about fair use or copyrighted material should be directed to the Office of Legal Counsel.

E. Not use University lockups, logos or trademarks without permission.
   Any use of University lockups, logos, trademarks or other images must have prior approval. Students must not use official lockups, logos, trademarks, or any other University images or iconography on personal social media sites. Students must
not use the University's name to promote a product, cause, or political party or candidate.

- **UK Web Graphic Standards**
- **Official UK Graphic Standards Manual**

Approved departmental lockups are available for download at: www.uky.edu/prmarketing/brand-standards. Examples of appropriate social media avatars are located in the graphic standards manual. Contact UK Public Relations and Marketing for assistance.

E. Not announce University news.

Students must not be the first to announce University or departmental news on a social media site unless pre-approved by UK Public Relations and Marketing. The Executive Director of Public Relations is the official spokesperson for the University (See Administrative Regulation 1:1, University of Kentucky Administrative Organization). Only WUKY is authorized to announce University news without prior approval from UK Public Relations and Marketing.

F. Respect University time and property.

University computers and time on the job in clinical settings are reserved for University-related business as approved by supervisors and preceptors and in accordance with Governing Regulation XIV.B.12, University Resources and Administrative Regulation 10:1, Policy Governing Access to and Use of University Information Technology Resources.

G. Be aware of terms of service: Employees must comply with the Terms of Service of any social media platform used. Administrative Regulation 1:1 Page 4 of 5

VI. Creating and Maintaining an Institutional Social Media Presence

When posting on behalf of an official University unit, students must:

A. Notify the University

Units that have a social media page or would like to start one should contact UK Public Relations and Marketing to ensure all institutional social media sites coordinate with other UK sites and their content. All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head.

B. Acknowledge their identities

An individual representing the University on a social media channel should acknowledge their identity.

C. Use approved photos and University lockups

A University social media presence must use photos that accurately depict the unit and that unit’s approved lockups. UK Public Relations and Marketing provides approved photos and lockups for various areas of the University. Approved lockups in a downloadable format are available at: www.uky.edu/prmarketing/branddownloads. There are also University stock photos available on this site, which may be accessed using a linkblue ID and password.
D. Have a plan
Units should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media channels up-to-date. UK Public Relations and Marketing can assist and advise a unit with its social media planning.

E. Link back to the University or make sure external links are reputable, safe sites whenever possible; students should link back to an official UK website. Ideally, posts should be very brief. When linking to a news article about the University, check to see whether it is possible to link to a release on UKNow, the official UK news website, instead of to an external publication or other media outlet. (uknow.uky.edu/)

F. Protect the institutional voice
Posts on social media should protect the University’s institutional voice by remaining professional in tone and in good taste. No individual unit should construe its social media channels as representing the University as a whole. This consideration must be taken into account when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts must all be clearly linked to the particular department or unit rather than to the institution as a whole. An institutional voice guide is available at: www.uky.edu/prmarketing/brand-standards. Students should consider using “UKY” as part of their naming convention, to show a connection to the institution. Students should avoid the use of “UK” in external social media channels, to avoid confusion with the United Kingdom.

VII. Guidelines for All Social Media

A. Students posting on personal social media sites should identify their views as their own. If a student identifies themselves as a UK student online, it should be clear that the views expressed are not those of the institution. NOTE: Using personal social media sites for University-related business/activities or posting of University-related content will subject those sites to this policy. Administrative Regulation 1:1 Page 5 of 5

VIII. Compliance: Both in professional and institutional roles:

A. Students must adhere to appropriate behavioral standards. The same laws, professional expectations, and guidelines apply for interacting with the University community and the public on social media. Students are accountable for institutionally related content they post to social media channels.

B. Non-compliance with this policy may result in any or all of the following:

a. Limitation or revocation of individual or unit rights to use or participate in University-related social media;

b. Removal of posts or social media accounts; or

c. Corrective or disciplinary actions and sanctions, as defined in the Health Care Colleges Code of Student Professional Conduct or Code of Student Conduct.
Pending Senate Approval
Use of Social Media as a Professional Health Care Student at the University of Kentucky

Participating in social networking and other similar Internet opportunities can enable individual healthcare staff to have a professional presence online and provide an opportunity to disseminate health-related communications. Social networks, blogs, and other forms of communication online also create new challenges to the patient relationship. The guidelines pertain to all means of social media such as Twitter, Facebook, blogs and any other social media platform currently in use or developed in the future.

UK College of Health Sciences students should weigh a number of considerations when maintaining a presence online:

- All students should be cognizant of standards of patient privacy and confidentiality. All students must refrain from posting identifiable patient information online. Under no circumstance should a picture of a patient be posted on any type of social media platform.

- All students should realize that once on the Internet, content is likely there permanently. Thus, students should routinely monitor their own Internet presence to ensure that the personal and medical information on their own sites is accurate and appropriate.

- All students should consider separating personal and professional content online.

- Students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, and may have consequences for their healthcare careers.
<table>
<thead>
<tr>
<th>Explanation of Recommendation</th>
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<tbody>
<tr>
<td><strong>Use Good Judgment</strong></td>
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<tr>
<td>You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how other individuals may perceive or be affected by postings. Anything you post is likely to be permanently connected to you and your reputation through Internet and email archives. Future employers or attorneys may access this information and may use it to evaluate or attempt to discredit you. <em>Remember that you can negatively affect your own professional reputation for future employers and patients if you misuse these platforms. Anything you post reflects on both your professional reputation and the University of Kentucky and College of Health Sciences.</em></td>
</tr>
<tr>
<td><strong>Protect Patient Privacy</strong></td>
</tr>
<tr>
<td>Students posting to social media are not permitted to post identifiable patient information under any circumstances. Disclosing information about a patient that would allow a patient to be identified is prohibited. This includes photographs which can be used to reasonably identify a patient or other identifying information. These restrictions apply even after the patient is deceased. In the exercise of good judgment, non-identifying bodily and non-bodily images may be used as long as the case is not related to a high profile patient, a case reported in the news media, or a case so unique that a person could be identified even without accompanying patient identifiers. Where cases are so unique that even non-identifying images would create a reasonable risk of patient identification, those images may not be used. All students should take extra steps to ensure that patients cannot be identified from posted information. Posting patient information can sometimes lead to patient identification even when a name is not included. Safeguards include using or changing information (such as weight, age, etc.) where it is not applicable to the treatment. Users of social media should also be aware of the compounding nature of social media posts. While the original post may not provide identifying information about a patient, comments and re-tweets have the possibility of adding information to the point that a patient could be identified from a series of posts. Users of social media must take steps to prevent the identification of a patient through the use of comments and additional postings.</td>
</tr>
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**If you identify yourself as a UK HealthCare employee,**  
The University of Kentucky College of Health Sciences does not seek to impede the open exchange of informational and
you may have an added level of responsibility to the institution.  educational ideas from its employees. Official university positions regarding college, program, and healthcare matters are communicated through official and approved media representatives of the University.

| Use a Disclaimer | Students should make clear that their postings are their own opinions. Students must state that postings are not made on behalf of the University of Kentucky, the College of Health Sciences, or any agency affiliated with academic or clinical settings. Examples of Disclaimers include:

- "Any opinions contained in this post are personal and not necessarily those of University of Kentucky or College of Health Sciences."
- "The views and opinions expressed here are not necessarily those of University of Kentucky or the College of Health Sciences, and they may not be used for advertising or product endorsement purposes."
- "Tweets my own."
- "Views my own."

| Follow Copyright laws | Any postings should comply with copyright or other applicable laws. |

| Ask questions of experts if there are questions about the appropriateness of materials | Compliance, privacy and marketing communications are the purview of the University of Kentucky. Consult these groups with questions before posting material if there are questions about the appropriateness of posting the material. Available contacts for questions include: Randa Remer, Ph.D. 859-218-0473 |
Appendix B. Grievance Procedures Flow Chart
Problem or concern arises

Issue involves a course

Yes

Discuss with Course Instructor

Resolved?

Yes

No further action needed

No

Discuss with Program Director

Resolved?

Yes

No further action needed

No

Discuss with Program Director

Resolved?

Yes

No further action needed

No

Discuss with Clinical Coordinator

Resolved?

Yes

Discuss with Program Director

Resolved?

Yes

Discuss with Department Chair

Resolved?

Yes

No further action needed

No

Discuss with Program Director

Resolved?

Yes

Discuss with Associate Dean of Student Affairs

Resolved?

No

No further action needed

Yes

Begin formal grievance Process